

Appendix E: Action Plan Worksheet

Recommendations		Describe the strategies selected from the Recommendation Table			
Activities		List the activities required to meet the recommendation			
Materials, Resources and Personnel		List the individuals who will do the work; and the resources and tools they need to get the job done.			
Time Frame		When will implementation begin? How long will it take to finish?			
Evaluation		How will you measure your successes and/or misfortunes?			
Recommendations: Strategies to Implement	Activities	Materials, Resources & Personnel	Time Frame	Evaluation Method	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Recommendations: Strategies to Implement	Activities	Materials, Resources & Personnel	Time Frame	Evaluation Method	Comments
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					